



CITY OF ATLANTA

Job Announcement

OFFICE ASSISTANT (D)*

STARTING SALARY: \$22,592**

Salary Grade: 7

Applications Accepted From: February 11, 2004 until February 27, 2004

Minimum Job Requirements

Persons applying must have a high school diploma or GED and one year of clerical experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Special Requirements

Applicant must be able to lift up to 35 lbs.

Duties of the Job:

This employee performs general office support activities; prepares and maintains a variety of records, logs and reports; may maintain computerized data collections; operates a variety of office machines and appliances; including a personal computer; may operate a typewriter to a limited degree; files, answers the telephone, takes messages and makes photocopies of documents; deliver mail; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE, AND A WRITTEN TEST.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

***THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK.**

****POSTED SALARY PENDING FINAL APPROVAL OF THE 2004 BUDGET.**

2/9/04

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